



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

JOB TITLE	Inspector – GS-14
JOB ANNOUNCEMENT NUMBER	27512
SALARY RANGE	Not Applicable
VACANCY OPEN PERIOD	12/22/2014 – Open Until: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.
POSITION TYPE	Detail
WHO MAY APPLY	Current Federal Government Employees
DUTY LOCATION	Reston, VA
SECURITY CLEARANCE	TS/SCI with CI Polygraph
TRAVEL REQUIRED	0-25% Travel
RELOCATION AUTHORIZED	Discretionary based on availability of funds

POSITION INFORMATION:

This is an opportunity for a 2-year reimbursable detail assignment in the ODNI. The detail may be extended an additional year if all parties agree.

The selected candidate will be detailed to the position at his or her current grade and salary.

Who May Apply:

- Current Federal Government employees.
- Candidates at the same grade or one grade lower than the position grade may apply.

KEY REQUIREMENTS:

- Applicants must, at the time of the application, hold an active Top Secret/Sensitive Compartmented Information (TS/SCI) clearance based on a Single Scope Background Investigation (SSBI) that was completed within the past five years.]
- CI Polygraph. (Applicants from outside the IC must be able to successfully pass a CI polygraph.)

COMPONENT MISSION:

The Inspector General (IG) conducts, supervises, and coordinates inspections, audits, investigations, and reviews relating to the programs and operations over which the DNI has authority and responsibility.



MAJOR DUTIES AND RESPONSIBILITIES:

Initiate, plan, and conduct comprehensive, multi-disciplinary evaluations and reviews of systemic issues within the Office of the Director of National Intelligence (ODNI), national mission centers, and the Intelligence Community (IC) to evaluate efficiency and effectiveness, identify vulnerabilities, and prevent and detect fraud, waste, and abuse.

Plan, develop, and conduct ODNI and IC-wide strategic analysis for the purpose of promoting the economy, efficiency, and effectiveness of programs and operations; plan and develop process improvement plans and procedures, identify areas for improvement, assess whether oversight and compliance are effective, and monitor trends in oversight activities across the IC.

Design and conduct interviews, define data collection requirements, collect and analyze data and records, and synthesize this information to develop findings, conclusions, and recommendations; develop reports, present findings, and follow-up on recommendations.

Provide advice, counsel, and support to other inspectors and inspection teams by searching for, gathering, screening, and providing factual information and explanations related to the inspection, or to the compliance-related program itself.

Develop and present recommendations to ODNI and IC senior leaders regarding actions they should take to address issues identified in inspections to promote the economy, efficiency, and effectiveness of programs and operations.

Plan, develop, and present written documents, including reports of inspection, memoranda to management, and other documents, and also develop and present oral briefings for senior leaders regarding findings and the status of complex inspections.

Develop and present reports for congressional oversight committees and the President's Intelligence Advisory Board's Intelligence Oversight Board (IOB) on intelligence oversight issues.

Evaluate and assess IC, ODNI, component, center, and program compliance with Federal law, Executive Orders, Presidential Directives, and internal regulations and policies.

Monitor and assess the progress of corrective measures taken by senior ODNI and IC leadership, and provide substantive advice and innovative solutions to senior officials regarding implementation of recommendations.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA):

Extensive knowledge of and/or experience supporting and furthering the mission and responsibilities of the ODNI, Intelligence Community, and OIG.

Demonstrated ability to lead an inspection team, develop inspection plans, conduct highly complex inspection projects, and write reports to substantiate findings.



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Demonstrated ability to exercise sound judgment and form objective conclusions/recommendations based on empirical facts, evidence, and other pertinent information.

Demonstrated analytical and critical thinking skills, including the ability to think strategically, identify needs and requirements, and develop recommendations based on qualitative and quantitative data.

Demonstrated ability to examine information, identify problems, uncover root causes, develop findings and leads, and make cogent, actionable recommendations.

Demonstrated interpersonal and negotiation skills, including ability to interview, negotiate, brief senior officials, and work effectively, independently, and in a team or collaborative environment.

Demonstrated oral and written communication skills and a demonstrated ability to produce clear and logical reports.

HOW YOU WILL BE EVALUATED:

Applicants are encouraged to carefully review the position description and required KSAs, and then construct their resumes to highlight their most relevant and significant experience and education for this job opportunity. The description should include examples that detail the level and complexity of the work performed. Applicants will also be evaluated on their narrative responses to the KSAs. The best qualified applicants will be further evaluated through an interview process.

OTHER INFORMATION:

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis.

HOW TO APPLY:

To apply for a detail position to the ODNI, you must obtain permission through written endorsement from your employing IC element. Please contact your agency's Human Resources office for internal procedures. The application package must be submitted by your Human Resources office to the ODNI recruitment office. Any application submitted directly to the ODNI will not be considered.

A complete application must include the following:

- a. A brief (two-page limit) candidate resume or biographical summary;



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- b. A short narrative describing the applicant's qualifications (general and specific) for the joint duty assignment; and
- c. An employing element nomination/endorsement.

Reference the vacancy number in the subject line of the email and on each document submitted.

Applications should be sent to Recruitment_TeamB@dni.gov. All attachments should be in Word or PDF format.

AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by the closing date of the announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3811.

WHAT TO EXPECT NEXT:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will **ONLY** be contacted if they have been selected for an interview.

AGENCY CONTACT INFO:

ODNI Recruitment

Phone: 703-275-3811

Email: Recruitment_TeamB@dni.gov